

Workstream		Actions	Timescale	Lead
Resilience	Inpatient Bed Planning	Finalise and agree available core and escalation beds across FHFT	02.10.20	DCOO
		Sign-off escalation and de-escalation plan for winter/covid across FHFT	09.10.20	DCOO
		Agree communications plan for ward moves/changes	02.10.20	DCOO
		Open any unused internal acute capacity across all sites	As req	DCOO/Gold
		Open agreed stage 1 escalation internally	As req	DCOO/Gold
		Ensure workforce plans in place to enable opening of community escalation beds	05.12.20	HoN/AD Community
	EU Exit	Open additional community bed capacity: -10 beds Runfold (Farnham) -18 beds Calthorpe (Fleet)	As req	HoN/AD
		Open agreed stage 2 escalation internally - consider cancelling elective procedures	As req	COO/DoN/Gold
		Open agreed super-escalation areas at risk	As req	COO/DoN/Gold
		Review existing FHFT Business Continuity Plans	As req	EPRR
		Link in with Surrey / Thames Valley LRF and LHRPs in relation to current risk assessment	As req	EPRR
		Awaiting confirmation of latest planning assumptions	As req	EPRR
	Workforce	Reactivate established FHFT EU Exit working group made up of representatives from the seven key EU Exit risk areas	As req	COO
		Revise and activate FHFT EU Exit contingency plan as required	As req	COO
		Provide regular sickness absence reporting to management teams	Complete	DDoW
Ensure primary and secondary role coding on healthroster for all relevant clinical staff (for covid redeployment)		Complete	DDoW	
Develop and implement temporary staffing plan to support Phase 3 recovery		16.10.20	DDoW/DDoN	
Urgent and Emergency Care	Think 111	Ensure that vacancies are recruited to - include performance in regular Senior Management Team meeting	Ongoing	Chiefs/ADs/HoNs
		Bolster FHFT presence on social media and recruitment website	Ongoing	DDoW/Comms
		Create new microsite for new recruits	Complete	DDoW
		Existing DoS under review for implementation Nov 2020	23.10.20	AD ED
	ED Performance	Additional services in development - to be added to DoS	23.10.20	AD ED
		Think 111 First multi-media booths in site and functional	30.10.20	AD ED
		Implementation of Adastra It solution	27.11.20	AD ED
		Increase staffing to provide additional ambulance-line cover - business case to be submitted for more ED staffing to support ambulance line handover and safety	27.11.20	AD ED
		Additional medical SDEC capacity to be created for admission avoidance	20.11.20	Chief/AD Medicine
		Dedicated gynae SDEC capacity to be created for admission avoidance	27.11.20	Chief/AD Gynae
		Trial of virtual ward for step-up and step-down of patients	TBC	AD Community
		Upgrade of Symphony (FPH) to enable connectivity to Connected Care	13.11.20	DCOO
		Amend data on and roll out access to FHFT qikview portal - with CRS data available	02.10.20	AD ED
		Embed daily and weekly performance management processes within the ED departments.	09.10.20	Chief/AD ED
		Implement RCAs for all patients waiting over 9hrs	02.10.20	Chief/AD ED
Improve escalation process for specially referral delays	06.10.20	Chief/AD ED		
Improve escalation process for long ED waits	Complete	Chief/AD ED		
Review Frequent Attenders to identify any gaps in services and take action to address through FHFT UEC Board	Ongoing	Chief/AD ED		
Continue engagement with Primary Care regarding patient flow via the Clinical Interface Committee	Ongoing	Chief/AD ED		
Frailty	Full frailty service available across FHFT	Complete	Frailty Cons	
	Admission avoidance pathways in place for frailty	Complete	Frailty Cons	
	Use of red bags and other initiatives to improve communication	01/10/2020	HoNs	
	Connected Care available across FHFT - to improve communication between primary and secondary care. EMIS In FHFT community services, provide access for Frailty teams.	November	IT lead	
Hospital Based Care	Discharge	Roll out of internal consultant-led delayed discharge reviews	23.10.20	Chiefs/ADs
		Regular review at Directorate level of long-stay patients	16.10.20	Chiefs/ADs
		Check & Challenge of patients over 21 days	Complete	Head of Site/DMD
		Promote pre 11am/pre-12pm discharges to help morning flow	Ongoing	Head of Site/HoNs
		Review discharge lounge capacity and appropriateness of space	Ongoing	DCOO
	LOS	Improve discharge to care homes - use POC testing to accelerate discharge.	Ongoing	Head of Site
		Embed trusted assessor to reduce burden on care home attending/calling FHFT.	21.12.20	Head of D/C Team
		Re-launch Alamac SAFER principles from 19/20 Winter.	06.11.20	Head of Site
		Ensure that accurate LOS data is available at Directorate and ward level	06.11.20	DCOO
		Build LOS review into the bi-weekly performance review.	08.10.20	DCOO
	ICU	Implement escalation meetings to ensure health & social care follow discharge guidance and D2A process	Complete	Head of Site
		RCA to be complete for all 100+ day LOS	06.11.20	Chiefs/ADs
		Internal processes in place to accurately monitor MFFD and escalate issues.	In progress	Head of Site
		System escalation calls in place to highlight delays.	Complete	Head of Site
		Weekly exception report reviews in place to look at most complex cases.	In progress	Head of Site
Electives	Escalation plans agreed and submitted to NHSEI	Complete	ToC/Gold	
	Open Phase 1 additional ICU capacity in old ED (WPH) x 15	As req	Chief/AD TACC	
	Open Phase 2 additional ICU capacity in old ED (WPH) x 10	As req	Chief/AD TACC	
	Open Phase 3 additional ICU capacity in SADU (FPH) x 5	As req	Chief/AD TACC	
	Open Phase 4 additional ICU capacity in MADU (FPH) x 5	As req	Chief/AD TACC	
Community	Ensure robust workforce plan for staffing ICU escalation	09.10.20	Chief/AD TACC	
	Ensure adequate ICU kit/beds for escalation	Complete	Chief/AD TACC	
	Create clear trigger points for considering cancellation of elective activity	Complete	Chief/AD TACC	
	Phase 3 activity plans agreed and implemented	23.10.20	DCOO	
	Full use of independent sector - with robust exit strategies where appropriate	Ongoing	DCOO/ADs	
Care Homes	Further support with Diagnostics (radiology) required to meet plan - relocatable CT requested from NHSEI.	23.10.20	DCOO/Radiology	
	Weekly activity performance reviews in place.	Ongoing	COO/DCOO	
	Phase 3 'dashboards' created for monitoring against targets.	Complete	DCOO	
	Create additional virtual 'pods' space	02.11.20	DCOO	
	Expand day case capacity	30.09.20	DCOO/AD TACC	
Flu Planning	Implement A&G in place where appropriate.	Complete	ADs	
	Implement CAS/RAS across clinical areas to prevent inappropriate referrals being accepted.	Complete	ADs	
	Ongoing work with ICS colleagues to highlight areas of poor referral practice	Ongoing	Chiefs/ADs	
	Pathways in place ERS@H and RR support to complex	01.10.20	Service Manager	
	Integrated In Reach FHFT and VC for FPH	01.10.20	Service Manager	
Flu Vaccines & Outbreak Management	Medical cover to continue	Ongoing	AD	
	ERS@H therapy capacity in place 7/7	01.10.20	Service Manager	
	Therapy input to be integrated across FHFT community wards	02.11.20	Service Manager	
	Maintain Care Home Forum to ensure good comms between care homes, primary and secondary care	Ongoing	Care Home Matron	
	Implement trusted assessment to relieve pressure on care homes attending	21.12.20	AD Community	
Flu Vaccines & Outbreak Management	Ensure timely covid swabbing prior to D/C to care homes	Ongoing	Head of Site	
	Robust OH flu delivery plan in place - offered to all staff.	09.10.20	OH	
	Implement online training course available for RGNs to become local vaccinators	Complete	OH & HR	
	Existing FHFT Infection Outbreak policy available	Complete	IP&C	
	Outbreak management to be in line with policy and advice from IPC	As req	IP&C/HoNs	
Depending on covid position - response might be altered.	As req	DCOO/DoN		
Isolation capacity identified	Complete	IP&C/Head of Site		
Rapid discharge rounds conducted by senior consultants to create inpatient space (where appropriate)	As req	Chiefs/ADs		